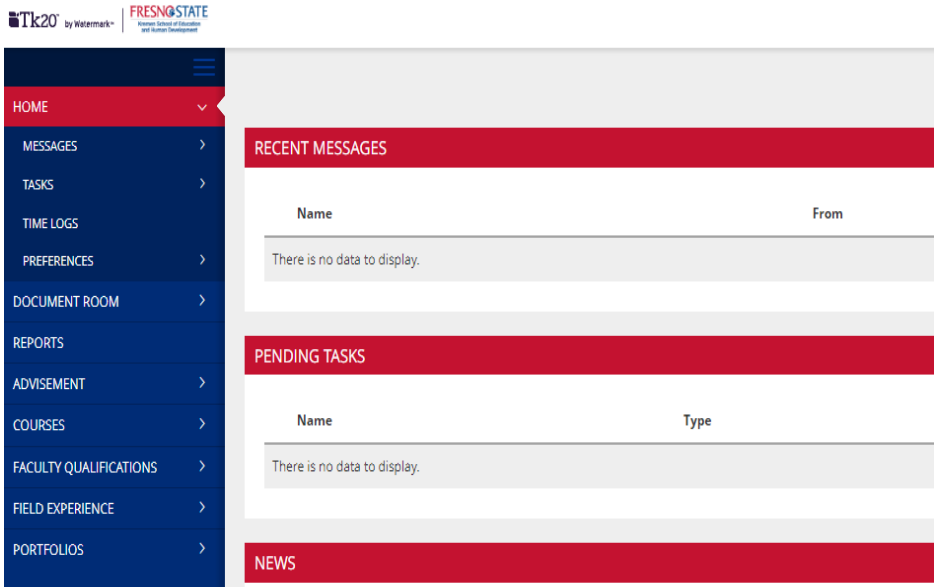# One Time Set Up to run Time Log Reports
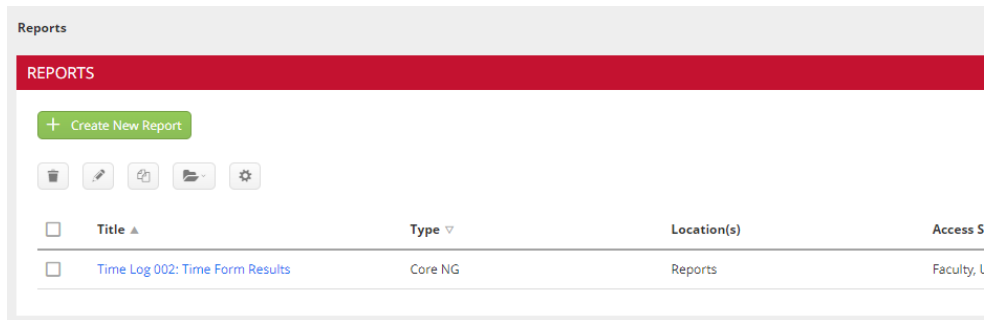
Log into Tk20

Click on the REPORTS menu tab

Select TIME LOG 002: TIME FORM RESULTS

TIME LOG 002: TIME FORM RESULTS

> Previously Saved Report Parameters

⌄ Administrative Filters

Include organizational security:
- ○ Yes
- ● No

Include User Group Filter?
- ○ Yes
- ● No

Include User Group Filter?
- ○ Yes
- ● No

Include Campus:
- ○ Yes
- ● No

Include State:
- ○ Yes
- ● No

Bypass this section.

⌄ Required and Recommended Filters

~~Organization(s):*~~		(28) selected
Form Active Status:*	Select All	Select All
Time Log Form:*		Time Log Activity | Active
Time Log Form Instance:*	Select All	Time Log Activity | Active
Time Log Templates:*	Select the Program	Spring 2023 Multiple Subject Time Log | Active
Time Log Entry Date Range(From):*		01/01/2023 📅 Enter Semester Start Date
Time Log Entry Date Range(To):*		07/01/2023 📅 Enter Semester End Date
Form Completed By:*	Select All	Select All
Time Log Entry Status:*	Select All	Approved, Not Submitted, Pending Approval, Rejected
Programs:*	Select All	(181) selected
~~Campus:*~~		None selected
~~State:*~~		None selected
~~Majors:*~~		None
~~Majors:*~~		None
~~User Group:*~~		Please select
~~User Group:*~~		Please select

Will need to be updated each semester.

Additional Filters

Student PID: [ ]

Student Last Name: berryhill

Student First Name: nathan

> Additional Filters

Report Display Options

Include prepared on date stamp:
- ● Yes
- ○ No

Include prepared by user:
- ● Yes
- ○ No

[Generate] [Save Report Parameters] Cancel

Scroll up to SAVE REPORT PARAMETERS. Enter a TITLE. Click on GENERATE

Reports > Time Log 002: Time Form Results

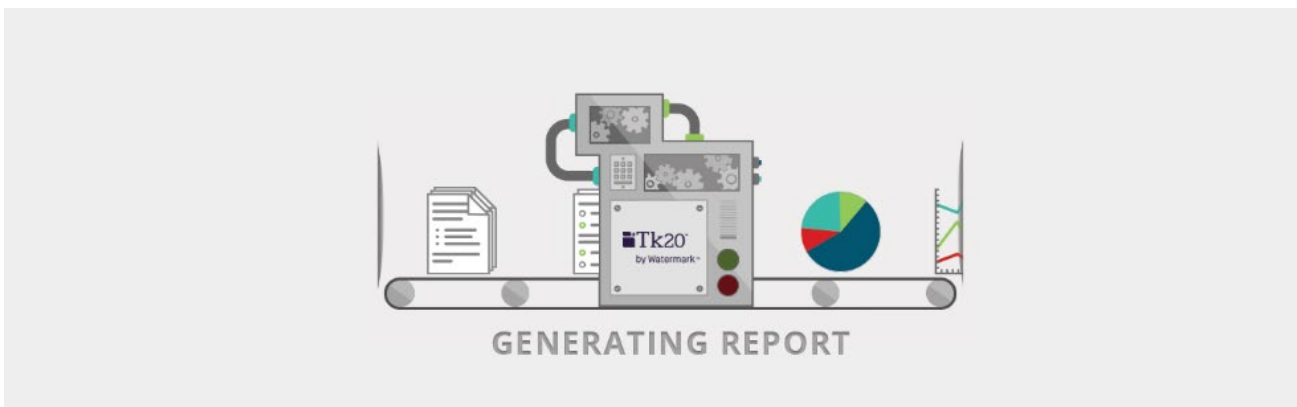TIME LOG 002: TIME FORM RESULTS

> Previously Saved Report Parameters

Any title will work (e.g., Spring 2023)

Save Report Parameters ✕

Report parameters title:*

[ ]

[Generate] Cancel

Include organizational security:
- ○ Yes
- ● No

Tk20 will begin GENERATING REPORT

GENERATING REPORT

This report is at the DATA DISPLAY tab

Reports > **Time Log 002: Time Form Results**

TIME LOG 002: TIME FORM RESULTS

Parameters

Thursday, March 16, 2023 02:50 PM | *Prepared by Laura Rabago*

Analytic Display | Data Display

Share   Export

You should see data at this point.

Reports > **Time Log 002: Time Form Results**

TIME LOG 002: TIME FORM RESULTS

Parameters

Thursday, March 16, 2023 02:50 PM | *Prepared by Laura Rabago*

Analytic Display | Data Display

Edit columns

	Student Last Name ▲	Student First Name	Student PID	Time Log Entry Date	Time Log Entry From Time	Time Log Entry To Time	Total Hours	Description	Category	Activity
☐	Berryhill	Nathan	300077376	01/13/2023	7:15 am	11:00 am	3.75	I subbed for a half day for my mentor teacher. We worked on morning work together, and then they worked on reading and math independently throughout the day, and I answered whatever questions they had.	Student Teaching	Student Tea
☐	Berryhill	Nathan	300077376	01/17/2023	11:00 am	2:45 pm	3.75	I subbed an afternoon	Student Teaching	Student Tea

Show: 100 ⌄ of 19

The report includes the following columns. Much more than is needed. You can eliminate items based on your needs.
To deselect columns click on EDIT COLUMNS *(This is only necessary one time and can be changed at any time.)*

Analytic Display	**Data Display**

Edit columns

Edit columns

Which columns would you like to display in the data table?

☑ Student Last Name	☐ Zipcode	☐ Do you have an identified disability?
☑ Student First Name	☐ Country	☑ Time Log Entry Date
☑ Student PID	☐ Phone	☑ Time Log Entry From Time
☐ Role	☐ Record Source	☑ Time Log Entry To Time
☐ Additional Role(s)	☐ Program	☑ Total Hours
☐ Username	☐ Majors	☑ Description
☐ Password Confirmation Email	☐ Minor	☑ Category
☐ Race	☐ Advisor Name	☑ Activity
☐ Ethnicity	☐ Matriculation	☑ Entry Status
☐ Gender	☐ Attending Status	☑ Status Update Date
☐ Military Branch	☐ Classification	☑ Reviewer Email
☐ Date Of Birth	☐ Year	☑ Submitted for Review Date
☐ Campus	☐ Cumulative GPA	☑ Form Title
☐ E-Mail	☐ Current Term GPA	☑ Form Instance
☐ Phone	☐ Student Details	☑ Time Log Template
☐ Primary Language	☐ Credential Program Type	☑ Role Completing Form
☐ Disk Space	☐ Highest Degree Previously Earned	☑ Placement Activities
☐ Account Expiration Date	☐ Candidates Language of Origins	☑ Click on the green +, then select an activity and enter time spent on that activity. (Note: Make sure to enter your university coach's email address in the Reviewer Email question under "Activity Details" tab.)
☐ Religious Affiliation	☐ If NOT a Native English speaker what is your first language?	
☐ Scholarships	☐ If NOT a Native English speaker rate your language proficiency:	
☐ Other Languages	☐ English	☑ Activity
☐ Account Status	☐ English :- value	☑ Time Spent
☐ Address	☐ Native Language	☑ Substitute Reflection: Upload a substitute teaching reflection every time you substitute if you want to receive clinical practice credit.
☐ Type	☐ Native Language :- value	
☐ City		
☐ State		

CLICK on UPDATE

To Download your Report

TIME LOG 002: TIME FORM RESULTS

Parameters

| | Analytic Display | Data Display |

Export to Computer
Export to Document Room

| Student Last Name ▲ | Student First Name | Student PID | Time Log Entry Date | Time Log Entry From Time | Time Log Entry To Time |

Export to Computer   ✕

File Type:

⦿ Excel

◯ HTML

◯ CSV

Export Rows:

◯ Export selected rows

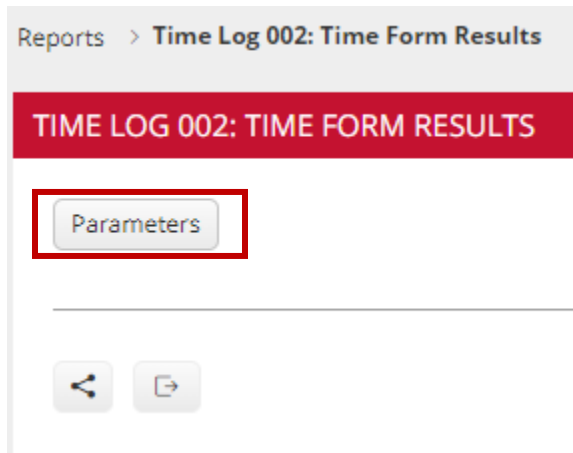⦿ Export all rows

CLICK on EXPORT   Export   Cancel

Your report will look similar to this:

							Time Log 002: Time Form Results												

Form Acti	Select All																		
Time Log I	Time Log Activity	Active																	
Time Log I	Time Log Activity	Active																	
Time Log T	Spring 2023 Multiple Subject Time Log	Active, Spring 2023 Single Subject Time Log	Active, Spring 2023 Special Education/Dual Time Log	Active													
Time Log I	01/01/2023																		
Time Log I	07/01/2023																		
Form Com	Select All																		
Time Log I	Approved, Not Submitted, Pending Approval, Rejected																		
Programs:	None, Ag Ed-Teacher Prep-130205BS, Agricultural Business-130102BS, Agricultural Science-130322MS, Agricultural Science-P130322MS, *Animal Science-131318MS, Animal Sci-Livestock Mgt-1303																		
Majors:	None																		
Majors:	None																		
Student L	berryhill																		
Student Fi	nathan																		

Thursday, March 16, 2023 02:50 PM | Prepared By Laura Rabago

Student L	Student Fi	Student P	Time Log I	Time Log I	Time Log I	Total Hou	Descriptic	Category	Activity	Entry Stat	Status Up	Reviewer	Submitted	Form Title	Form Insta	Time Log T	Role Com	Placemen	Click
Berryhill	Nathan	30007737€	01/13/202	7:15 am	11:00 am	3.75	I subbed f	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/17/202	11:00 am	2:45 pm	3.75	I subbed a	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/23/202	7:15 am	2:45 pm	7.5	This was n	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/24/202	7:15 am	2:45 pm	7.5	Today was	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/25/202	7:15 am	2:45 pm	7.5	Continued	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/30/202	7:15 am	2:45 pm	7.5	Today I go	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/31/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/01/202	7:15 am	2:45 pm	7.5	Usual day	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/06/202	7:15 am	2:45 pm	7.5	Covered f	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/07/202	7:15 am	2:45 pm	7.5	Today was	Student T	Student T	Not Subm	03/07/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/08/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/07/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/14/202	7:15 am	2:45 pm	7.5	Pretty mu	Student T	Student T	Not Subm	03/08/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/15/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/08/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/21/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/08/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/22/202	7:15 am	2:45 pm	7.5	Today I ta	Student T	Student T	Not Subm	03/13/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/27/202	7:15 am	2:45 pm	7.5	Today I sp	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/28/202	7:15 am	2:45 pm	7.5	Today was	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	03/01/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	03/03/202	7:15 am	2:45 pm	7.5	Covered f	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		

To sort the data make sure to delete the top criteria rows:

							Time Log 002: Time Form Results							

Form Acti	Select All													
Time Log I	Time Log Activity	Active												
Time Log I	Time Log Activity	Active												
Time Log T	Spring 2023 Multiple Subject Time Log	Active, Spring 2023 Single Subject Time Log	Active, Spring 2023 Special Education/Dual Time Log	Active										
Time Log I	01/01/2023													
Time Log I	07/01/2023													
Form Com	Select All													
Time Log I	Approved, Not Submitted, Pending Approval, Rejected													
Programs:	None, Ag Ed-Teacher Prep-130205BS, Agricultural Business-130102BS, Agricultural Science-130322MS, Agricultural Science-P130322MS, *Animal Science-131318MS, Animal Sci-Livestock Mgt-1303													
Majors:	None													
Majors:	None													
Student L	berryhill													
Student Fi	nathan													

Thursday, March 16, 2023 02:50 PM | Prepared By Laura Rabago

Student L	Student Fi	Student P	Time Log I	Time Log I	Time Log I	Total Hou	Descriptic	Category	Activity	Entry Stat	Status Up	Reviewer	Submitted	Form Title	Form Insta	Time Log T	Role Com	Placemen	Click
Berryhill	Nathan	30007737€	01/13/202	7:15 am	11:00 am	3.75	I subbed f	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/17/202	11:00 am	2:45 pm	3.75	I subbed a	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/23/202	7:15 am	2:45 pm	7.5	This was n	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/24/202	7:15 am	2:45 pm	7.5	Today was	Student T	Student T	Not Subm	02/19/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/25/202	7:15 am	2:45 pm	7.5	Continued	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/30/202	7:15 am	2:45 pm	7.5	Today I go	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	01/31/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/01/202	7:15 am	2:45 pm	7.5	Usual day	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/06/202	7:15 am	2:45 pm	7.5	Covered f	Student T	Student T	Not Subm	02/28/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/07/202	7:15 am	2:45 pm	7.5	Today was	Student T	Student T	Not Subm	03/07/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/08/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/07/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/14/202	7:15 am	2:45 pm	7.5	Pretty mu	Student T	Student T	Not Subm	03/08/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/15/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/08/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/21/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/08/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/22/202	7:15 am	2:45 pm	7.5	Today I ta	Student T	Student T	Not Subm	03/13/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/27/202	7:15 am	2:45 pm	7.5	Today I sp	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	02/28/202	7:15 am	2:45 pm	7.5	Today was	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	03/01/202	7:15 am	2:45 pm	7.5	Normal da	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		
Berryhill	Nathan	30007737€	03/03/202	7:15 am	2:45 pm	7.5	Covered f	Student T	Student T	Not Subm	03/15/202	juansilva€		Time Log	Time Log	Spring 202	Student		

Running additional reports on a single student

Reports > Time Log 002: Time Form Results

TIME LOG 002: TIME FORM RESULTS

Parameters

Click on Parameters and scroll down to ADDITIONAL FILTERS

TIME LOG 002: TIME FORM RESULTS

Parameters

	Student Last Name ▲	Student First Name	Stud		l Hours
☐	Berryhill	Nathan	3000		
☐	Berryhill	Nathan	3000		

Form Completed By:*	Select All
Time Log Entry Status:*	Approved, Not Submitted, Pending Approval, Rejected
Programs:*	(181) selected
Campus:*	None selected
State:*	None selected
Majors:*	None
Majors:*	None
User Group:*	Please select
User Group:*	Please select

ADDITIONAL FILTERS

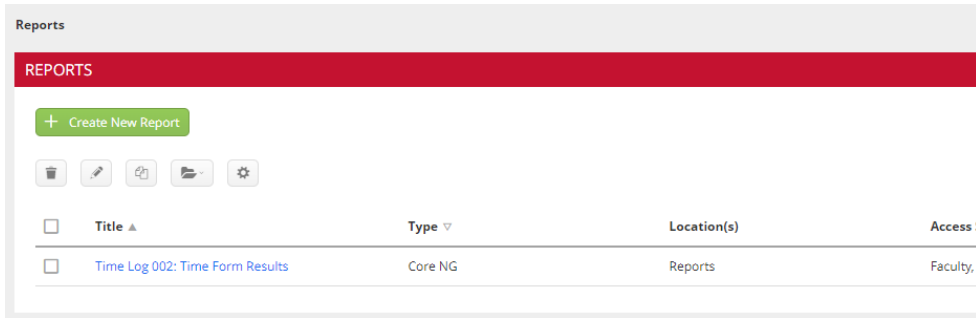|	
Student PID:	
Student Last Name:	
Student First Name:	

Update   Cancel

Enter student's name and/or ID# and click on UPDATE.

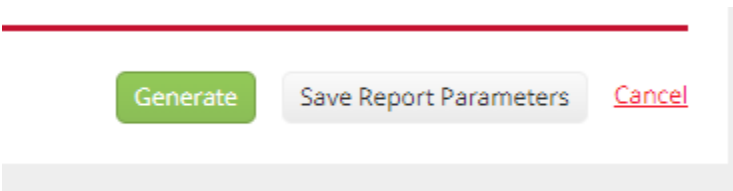REPEAT for each individual student.

The next time you log in all that is needed is the following:

Select TIME LOG 002: TIME FORM RESULTS

Bypass all sections and click on GENERATE. *If needed, under ADDITIONAL FILTERS make sure to clear the individual student information if running an all student report.*
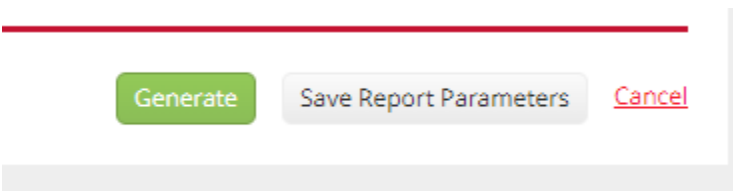

Or enter individual student name and/or ID# under ADDITIONAL FILTERS

Click on GENERATE

Note: If you don't enter an individual name the report will include ALL student's timesheets for the program you selected.